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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 19 May 1960

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FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #20

1. Meeting re Selection for Foreign Service

[redacted] met 16 May with [redacted] to discuss the examining and selection processes of the Foreign Service. The meeting was a useful follow-up to a similar discussion last week with the head of State's employment division.

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2. Language Development Regulation

B The field version of the new language development regulation is still in DD/P awaiting authentication, having been submitted to them in final form 9 May. Meanwhile, we are accumulating questions and answers and other material in preparation for redrafting the handbook that will accompany both the Headquarters and field versions of the new regulation. The Headquarters version has now been completely distributed and plans for shifting over to the new procedure for processing language awards are being worked out in detail by [redacted]. The change over will probably occur early next week when a stock of the new award application form is received from the printer's.

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3. Approval for New Houses

On 17 May [redacted] said that [redacted] had drafted a report of PRC action [redacted] houses. The report had been signed by Colonel White and was being handcarried by [redacted] to other members of the PRC. Approval by all members is expected by the end of this week, thus allowing Colonel White two full weeks to get DCI approval, Congressional clearance, and to transfer the funds to the Fifth Naval District.

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4. Educational Specialist

[] talked with [] concerning the assistance LAS desires with respect to instructor training and course monitoring. Another meeting is scheduled during the week of 31 May with several other supervisors from LAS, and []. One of the big problems in this assistance seems to be overcoming several attitudes, particularly on the part of his contract instructors; i.e., a possible feeling of discrimination, a feeling of each being a prima donna in his own field. A tentative plan was worked out with Mr. [] which we believe might overcome these possible feelings and still be able to accomplish our basic purposes.

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The report on monitoring the [] course was sent to C/TSD/PTG on Thursday. The report on monitoring the Operation of Audiosurveillance Equipment is completed but will not be submitted until it can be discussed in person with the instructor.

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Next week [] will be [] conducting an ITC for OC. [] will assist him during the appropriate times next week.

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5. Dependent Training Policy

On 16 May [] reiterated to PPS the DD/S' wishes in regard to a written statement of OTR policy on dependent training. Rather than a new CIA regulation, Col. White is looking for a statement of OTR criteria for acceptance of dependents for various OTR training and orientation courses. PPS and Registrar, OTR, will collaborate on this and produce a paper, probably in the form of an OTR Regulation, for transmittal to EA-DD/S on Tuesday, 24 May, or sooner.

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6. OTR Orientation and Briefing

The "CIA briefing team" of Chretien and [] is looking for a replacement for []. Chretien is more concerned with coverage for the Service Attache briefings [] than with war plans briefings which can be handled by []. [] has suggested [], Ed Remmore (FI), and [] (NE/FI). Chretien's query was referred to DDTR on 16 May.

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7. Training Evaluation Report

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For nearly a year now PPS and others have been worrying (like a puppy with an old shoe) the problem of a one-page training evaluation report. The problem was referred to the OTR Educational Committee without much real success. It was concluded that a one-page report is possible, is very practicable for a few courses, but not really very feasible for the majority of OTR courses, especially those which appear to call for detailed evaluation in several skills or areas of knowledge. We will therefore propose a more uniform and simplified format, evaluation criteria, definitions of adjectival ratings (three), and statement of training objectives. The length and content of the form to be used will be left to the discretion of the course chief and School Chief.

8. WH/4 Meeting

On 18 and 19 May [] monitored the Task Force Operations Familiarization Training Program []. In his absence [] attended the biweekly WH/4 meeting on 19 May. The results of this meeting will have been reported orally to DTR and DDTR.

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